

**Lake County Resource Conservation District
Job Announcement**

The Lake County Resource Conservation District (LCRCD) is a Special District of the State of California dedicated to locally-led, sustainable conservation and stewardship of natural resources and agriculture in Lake County, California. The LCRCD is seeking a Administrative Assistant.

Job Title: Administrative Assistant

Position: Part-Time, up to 20 Hours per Week, Non-Exempt, At-Will

Wage: \$25 - \$32 Per Hour, Depending on Experience, Paid Monthly

Location: Work remotely and at LCRCD office, as necessary.

Reports to: LCRCD Board of Directors

Expectation for all Employees: Support the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, commitment to our community, and accountability and ownership. Employment with LCRCD is at-will.

Position Summary: Under the supervision of the LCRCD District Manager and the Board of Directors (Board), this position provides administrative and secretarial support for the Board. In addition to typing, filing, and scheduling, performs duties such as: grant tracking, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of external callers, visitors, and internal contacts. Independent judgment is required to plan, prioritize, and organize diversified workload.

Essential Duties:

- Provide administrative support to the Board and employees of LCRCD.
- Assist Grant/Project Manager in tracking grants, and in performing associated accounting and reporting tasks.
- Provide liaison with the District's contracted bookkeeper and proof bookkeeping documents.
- Monitor Budget Detail Reports from the County of Lake and prepare forms for required budget transfers.
- Work independently and within a team on special nonrecurring and ongoing projects.
- Interface with public, including answering telephone and personally answering inquiries or directing callers to staff qualified to provide answers.
- Provide information and assistance to LCRCD personnel regarding customer account information. Research customer accounts and/or application problems as directed.
- Perform routine clerical work, including: processing mail, filing, classifying and indexing records, copying, proofreading, etc.
- Prepare agendas and minutes including preparation of drafts of agenda items requiring action by the Board, if needed.

- Attend meetings of the Board and give information to organizations, employees, customers, and the general public regarding Board matters.
- Deliver/retrieve checks, deposit slips and other documents to/from the County of Lake.
- Prepare and process Board and Financial Resolutions, if needed.
- Prepare correspondence and maintain files on official actions of the Board.
- Perform other duties as required.

Qualifications/Skills & Knowledge Requirements:

- Work requires an extensive knowledge of accounting practices, business, and an excellent command of the English language and grammar.
- Must have knowledge of secretarial, office administrative procedures, and knowledge of the use and operation of standard office equipment at a level generally acquired through 3+ years related experience.
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, and QuickBooks.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, and diplomacy.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities, and meeting deadlines.

Salary, Hours, and Commencement of Work

The starting wage range for this position is \$25-32 per hour based on qualifications. This is a part-time, non-exempt position expected to be 20 hours/week with no fixed schedule, starting directly upon hiring.

Application Instructions

To apply, please provide a cover letter, resume, and contact information for three references. Applications may be sent electronically to Victoria Brandon at info@lakercd.org. Applications will be evaluated as received and position will remain open until filled.